

STATE OF MONTANA JOB VACANCY
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5 Page Document

Department of Transportation
Human Resources
2701 Prospect Avenue
PO Box 201001
Helena, Montana 59620-1001

July 3, 2008 Internal/External

Position Title:	Transportation Planner/Research Operations Technician
Position Number:	36117
Classification Code:	193535
Work Comp Code:	8744
Bargaining Unit/Code:	MPEA/0000-8
Division:	Rail, Transit & Planning
Location:	Helena
Job Status:	Full-Time/Permanent
Work Shift:	8:00 A.M - 5:00 P.M.
Area Code:	055/059072
Supervisor:	Jack Williams
Band/Grade:	Band 5
Salary:	\$36,339 - \$45,424 Annually Salary will be set in accordance with the 020 Pay Plan Rules.
Supplement:	No
Closing Date:	Open until filled First review July 18, 2008

Overview of the State Highway Traffic Safety Bureau of the Rail, Transit and Planning Division

The State Highway Traffic Safety Bureau promotes safety, health, and welfare by implementing programs that help reduce traffic deaths, injuries, and property losses resulting from traffic crashes.

Description of Position

This position is responsible for implementing the State Highway Traffic Safety Bureau research program; performing research and information technology projects; implementing data gathering and analysis tools (e.g. databases, statistical modeling applications and methodologies, data acquisition and evaluation policies and practices, etc.) and providing training and technical assistance to a variety of agencies and individuals.

Job Requirements

KNOWLEDGE: Knowledge of the principles and practices of data analysis and research; transportation planning; strategic planning; state and federal funding requirements; federal grant requirements; statistical survey analysis; research and evaluation methods and techniques; business administration and computer science including system implementation and system analysis; database administration; experience in interpreting State, federal and Department standards, procedures, and specifications; various specialized statistical software packages; adult education and training methods and techniques, public speaking, and state and federal standards.

SKILLS: Skill in analyzing and interpreting statistical information; applying statistical methods, tests, and studies; public speaking; database design; explaining analytical data to individuals of varying technical levels; effective written and verbal communication; and standard and specialized software and systems including Access, Excel, and others.

ABILITIES: Ability to create an atmosphere in which timely and high quality information flows smoothly between self and customer; takes action and responsibility for solving problems; actively engages in professional self-development opportunities; accepts individual responsibility for all actions taken; shows active leadership through two-way communication including training, teaching, and coaching others; models high standards of honesty, integrity, trust, and openness. Communicates and demonstrates actions in a consistent manner; respects others regardless of individual capabilities, agendas, opinions or needs. Accepts change as a healthy and normal part of growth; receptive to new information and recognizes validity of various viewpoints; adjusts to multiple demands, priorities, ambiguity, and change; works cooperatively with others as part of a team; generates ideas, fresh perspectives, and original approaches. Uses creativity and originality when problem-solving; considers ambiguous research findings, statistical analyses, local needs and objectives, regulations, and project requirements in developing solutions to specific problems; and translates technical information to audiences of varied technical levels.

EDUCATION AND EXPERIENCE: Bachelor's degree in planning, statistics, information technology, mathematics, or closely related research field AND a minimum of one year work-related experience. Serving in a college intern program can substitute for work-related experience. The position requires proficiency and specialized training in a variety of customized statistical software packages, Department databases, and specialized skill in database design.

MDT will accept alternative methods of obtaining the necessary qualifications. For example, master's degree in a research-related field can substitute for work-related experience.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form (PD-25) or the **MDT Application form (available on-line at www.mdt.mt.gov/jobs)**.
2. A written exam (25% weight and 75% minimum passing score).
3. A structured interview (75% weight and 75% minimum passing score).
4. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

- * A signed and completed State of Montana Application (PD-25) or the **MDT Application form (available on-line at www.mdt.mt.gov/jobs)**.
- * An employment preference is available to eligible veterans, disabled veterans, handicapped civilians, and spouses of certain veterans and handicapped civilians. If claiming preference, the employment preference form (PD-25A, 12/93) plus the DD-214 (and DPHHS certification, if appropriate) must be submitted with the application.

Note: Applicant must complete ALL sections of the state application.

Failure to submit completed application materials as specified above will result in disqualification from the selection process. Late applications will be disqualified.

Transcripts: If you have attended or graduated from a college, university, community college, vocational-technical, or other school beyond high school, you are encouraged to submit grade transcripts because they help determine whether you are qualified to continue in the selection process. If you have a master's degree, include transcripts for both your master's and your bachelor's degrees.

If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you will be REQUIRED to produce a copy of the official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

Application Deadline

Application materials from interested Department of Transportation employees must be submitted online or received in the Human Resources office in Helena by 5:00 p.m. on the closing date.

In-state and out-of-state applications are due by 5:00 p.m. Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) (**available online at www.mdt.mt.gov/jobs**) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

The above position is being posted in accordance with the bargaining unit agreement. Non-bargaining unit employees or employees of another bargaining unit may apply. If the position is not filled with a bargaining unit applicant, the non-bargaining unit applicants may be considered. However, bargaining unit applicants will have preference.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TTY (800) 335-7592, or by calling Montana Relay at 711.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.

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